

**CHECKLIST FOR PROJECT OFFICER
CONTRACT PROJECT FILE
Contract #68-C5-0065**

✓ or NA

EXMT-1-1# General Information

EXMT-1-2# Origination and Award

- | | | |
|----|---|-------------------------------|
| 1. | Procurement Request Work Papers | On File RTP
<u>with CO</u> |
| 2. | ORD Review and Approval | On File RTP
<u>with CO</u> |
| 3. | Final Procurement Request/Independent Government
Cost Estimate/Procurement Integrity Act
Certification/Project Officer Appointment Form | On File RTP
<u>with CO</u> |
| 4. | RFP | On File RTP
<u>with CO</u> |
| 5. | Technical & Cost Proposal | On File RTP
<u>with CO</u> |
| 6. | Technical Evaluation Process | On File RTP
<u>with CO</u> |
| 7. | Contract Management Plan/Transition Materials | On File RTP
<u>with CO</u> |
| 8. | Pre-Award Correspondence | On File RTP
<u>with CO</u> |

EXMT-1-3# Execution

- | | | |
|----|--|--|
| 1. | Contract and Modifications | <u>X</u> |
| | • Invoices/Invoice Approvals and
Financial Progress Reports | <u>X</u> |
| | • Technical Progress Reports | Filed with
Invoice Approvals
<u> </u> |
| | • QA Program Plan | <u>X</u> |
| | • Funding Requisitions | Filed with
<u>Contract MOD</u> |
| | • Property | <u>N/A</u> |
| | • Communications | See separate
<u>files</u> |

- Technical Direction In WA file
- On-Site Contracts:
 - Personnel List/Locator Information N/A
 - Health and Safety N/A

Work Assignments and Amendments

- List of Work Assignments X
- Work Plan s/Work Plan Approvals X
- Deliverables/QA Project Plan X
- Contractor Training/Travel X

Deliverables with WAM
Copies of delivery letters
In file; QA Project Plan
noted in each WA/TWP

Approved in individual
WA/ TWP

EXMT-1-4# Closeout

Semi-annual/
annual reports
In file

- Final Report
- Final Voucher
- Final Property Closeout/Transfers N/A